

**ARIZONA DEPARTMENT OF EDUCATION**

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**STATE OF ARIZONA**

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**SCHOOL FINANCE MEMORANDUM 07-004**

**TO:** District Superintendents and Charter School Administrators

**FROM:** Vicki G. Salazar, Associate Superintendent of Business and Finance

**DATE:** July 17, 2006

**SUBJECT:** Records Retention Relating to Original Student Attendance Source Documentation

Dear District/Charter Holder:

Recently, questions have arisen regarding the responsibilities of charter holders and districts relating to the retention of original student attendance source documentation entered into Student Management Systems in order to compute Average Daily Membership (ADM) on the Student Accountability Information System (SAIS). The following explains the ADE's policy on records retention of original student attendance source documentation.

Please be advised that all records regardless of physical form in pursuance of law or in connection with the transaction of public business including but not limited to, student records, teacher attendance rosters, tardy records, registrar adjustments and other related documents must be retained in original form for five years.

Pursuant to [ARS § 39-121.01](#), school districts and charter schools are public bodies required to maintain all records reasonably necessary to maintain an accurate knowledge of their official activities and of any of their activities which are supported by state monies.

[ARS § 41-1350](#) defines "records." Unless the context otherwise requires, "records" means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to [ARS § 41-1348](#), made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein. Library or museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications or documents intended for sale or distribution to interested persons are not included within the definition of records as used in this chapter.

[ARS § 41-1347](#) provides for the preservation of records. At a minimum, schools should have a record retention schedule that maintains the records for at least five years, or as prescribed by the State Library and Archives. ADE can also inform schools that destruction of records is a violation of [ARS § 38-421](#), and may be referred to the Attorney General's office for prosecution.

If you have any questions related to this issue please contact Phil Williams, Deputy Associate Superintendent of School Finance at (602) 542-8250 or Paul Carolan, Audit Director at (602) 542- 3281. I appreciate your assistance in this matter.